

## Disbursement Request Checklist

This checklist can be used as an aid to help ensure that all required steps have been taken in reviewing a disbursement request.

- ☐ The grant is current – signed but not expired, terminated or suspended.
- ☐ Financial certification has been completed and has not been revoked or suspended.
- ☐ The funds requested by the grantee are reasonable given:
  - ☐ The work planned during the period
  - ☐ The calculation of amounts by the grantee
  - ☐ The Representative's knowledge of grantee activities
  - ☐ Local price levels
  - ☐ The ability of the grantee to carry out the planned activities
- ☐ Single items with a value of \$3,000 or more, require three pro forma invoices. If only one pro forma can be provided, a written explanation of the reason should be provided. Expenses appear reasonable and are consistent with the provisions of the grant agreement.
- ☐ Requests for working capital or loan capital are supported by a cash flow analysis indicating that the funds are necessary at this time.
- ☐ The funds requested are available in the line items for which they are requested.
- ☐ If the disbursement is for more than \$50,000, the Representative must prepare a narrative justification for disbursing such a large sum at one time.
- ☐ For 3rd party requesting a payment of \$5,000 or more ensure the grantee signs page 2 of the DR to certify the validity and integrity of the purchase process, documentation and parties involved.
- ☐ The grantee is operating within the grant budget. If the grantee has exceeded one or more line items or categories then:
  - ☐ If the grantee is within the 3% and 15% limits in the grant agreement, the grantee has given prior notice to ADF of the need to exceed the line item or category and has identified categories or line items which can be reduced to make up the overage.
  - ☐ If a budget shift is required, it has been submitted and approved.
  - ☐ If an amendment is necessary, it has been requested and approved.
- ☐ The grantee is current with all required reports and financial statements.
- ☐ Any conditions precedent or special conditions in the grant agreement have been satisfied and documented.
- ☐ The grantee is in compliance with all other terms and conditions of the grant agreement,
- ☐ The math is correct.
- ☐ There are no outstanding monitoring, remediation or audit follow-up issues which are not being satisfactorily addressed.

A review of the grantee's reports has not led to questions about the grantee capacity or intention to effectively receive, safeguard, use, account for and report on ADF resources provided to carry out the grant agreement.